USER GUIDE (USR)

DOCUMENT ID: **USR-001** **VERSION #2**	TITLE: *Curriculum Navigator* – User Guide	*SEARCH KEY:*
PURPOSE:	• **User Guide to assist college employees with *Curriculum Navigator* software, which includes how to log-in, revise or withdraw an existing course, and/or create and submit a new course for approval.**	POST TO: Public Website ☒ Internal Drive ☐
SCOPE (Applies To):	• **REGULAR FACULTY** • **DEPARTMENT CHAIRS AND COORDINATORS** • **DEANS AND ASSOCIATE DEANS** • **FACULTY EDUCATION COUNCIL/DEAN'S ADVISORY COUNCIL** • **EDUCATION COUNCIL CURRICULUM COMMITTEE** • **ADMISSIONS & LANGUAGE COMPETENCY STANDARDS COMMITTEE (if applicable)** • **EDUCATION COUNCIL** • **REGISTRAR'S OFFICE (STUDENT RECORDS)**	

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RELEVANT POLICY:	Douglas College *Curriculum Development and Approval Policy*	
RELEVANT DEFINITIONS:	CN = Curriculum Navigator EdCo = Education Council TOC = Table of Contents	

Table of Contents

*Please Note: This document is to be used as an online reference guide and is not intended to be printed, as it will be updated on a regular basis. A link to a printable CN **cheat sheet** will be available by February 14/15.*

General Information

What is Curriculum Navigator?

Curriculum Navigator (CN) is a web based curriculum management system that is hosted by *Decision Academic.* This curriculum management system will move the College from a paper-based curriculum approval process to an on-line web based application. Curriculum proposals will move through the CN software system from one "workflow" approval stage to another, as each stage completes their responsibility component. Submitted curriculum proposals will follow an approval workflow outlined in DC *Program Approval Policy.*

Relationship to the online College Catalogue

The online College catalogue is compiled of information from *Curriculum Navigator*, *Banner* and *SiteCore*. The College catalogue is updated once curriculum proposals have been approved through all stages of the workflow process. Please refer to DC's *Program and Course Catalogue Changes*, webpage, to identify program and course information that is extracted from CN to update the online College catalogue.

Curriculum Navigator Support/Help

Who do I contact if:

- ***I am having trouble logging into my Curriculum Navigator Account?***
  Please contact *CN Help* at cn@douglascollege.ca or 604-527-5247, or the *Help Desk* at helpdesk@douglascollege.ca or 604-527-5330 for assistance. You must be a **regularized faculty member** to be issued a CN account without Dean/Director approval.

- ***I am new to Curriculum Navigator and don't know where to start?***
  Please see *How to Develop, Approve, Revise or Withdraw a Curriculum Guideline* SOP. You may also contact *CN Help* at cn@douglascollege.ca or 604-527-5247 for assistance.

- ***I am unsure if my program change requires a concept paper?***
  Any new program or a significant change to a program will require a concept paper. For clarification, please discuss with your Dean or Associate Dean.

- ***I have questions about developing a program concept paper?***
  Please refer to the College's *Program Approval Policy* .

- ***I am unsure if my course change is a "minor" or "major" update?***
  "Minor" field changes are defined as: *Transcript Title; Descriptive Title; Date of First Offering; End Term; Calendar Description; Course Content; Textbooks/Materials; Method of Instruction; Prerequisites.* All other field changes are considered a "major" course update.

- *I would like to track a curriculum change request, but I don't have a user account?*
  Although, we do not offer CN guest user accounts, you may contact the initiator of the curriculum request to enquire where the request is in the workflow, or contact the program Department Chair or Coordinator.

- *I received an email from Curriculum Navigator and I'm not sure why?*
  Please see *Email Notifications* on page 30 of this document. You can also contact Help *CN Help* at cn@douglascollege.ca or 604-527-5247 for assistance.

- *A curriculum request was relegated back to me and I'm not sure what to do with it?*
  Please see "*Taking Action*" on page 28 of this document. You can also contact *CN Help* at cn@douglascollege.ca or 604-527-5247 for assistance.

- *I want to know the deadlines for submitting curriculum requests?*
  Please refer to the *How to Develop, Approve, Revise or Withdraw a Curriculum Guideline* SOP, located on the DC SOP Archive.

- *I need to change part of the College Catalogue?*
  You can submit a catalogue request online at DC's *Program and Course Catalogue Changes*, webpage. You can also contact the DC Associate Registrar at cn@douglascollege.ca or 604-527-5358.

  Questions and CN Help: Contact **Barbara Allen** at cn@douglascollege.ca or 604-527-5247
  Technical CN Help: Contact the **Help Desk** at helpdesk@douglascollege.ca or 604-527-5330
  Catalogue Questions: Contact **Kyle Vuorinen** at cn@douglascollege.ca or 604-527-5358

Curriculum Navigator Workflow and Management

Course Workflow New/Major Change/Copy/Withdraw ⬇	Course Workflow Minor ⬇	Program Workflow ⬇
Initiator	Initiator	Initiator
Department Review	Department Review	Department Review
Faculty Education Committee	Faculty Education Committee	Faculty Education Committee
Dean	Dean	Dean
EDCO Curriculum Committee	Registrar	Vice President
EDCO	Records Office	VPAC
Registrar		EDCO
Records Office		SMT
		Board
		Registrar
		Graduation Officer

Workflow Actions:
- **Approve**: Moves a proposal forward to the next workflow stage.

- **Relegate**: Moves a proposal back to the previous workflow stage for revision. Users will be able to select previous workflow steps from a drop-down menu. Requests may be relegated to the initiator at any stage of the workflow.

- **Cancel**: The proposal request has been withdrawn from the system and can be deleted by initiator once the request has been sent back to the initiator stage.

- **Deny**: The proposal request is denied and is sent back to the initiator's working folder.

Curriculum Navigator User Roles and Permissions

The following is a list of the various types of "user roles" and "permissions" that exist in Curriculum Navigator:

- *Department Members*

Each regularized faculty is a member of their respective department(s). This allows users to initiate program and course changes through CN. Staff and contract faculty who require CN initiator status for a department must have the Dean's approval (For more information on this process refer to *Curriculum Navigator How to Add/Change Employee User Access* SOP**.)**

- *Department Chair/Program Coordinator*

The Department Chair/Program Coordinator role will be able to approve requests in CN on behalf of the department.

- *FEC Members*

Each Faculty area within the College has identified FEC members, who can comment on program/course changes from all departments within their Faculty area.

- *FEC Chair*

The FEC Chair will be able to approve requests in CN on behalf of the Faculty area.

- *Dean/Associate Dean*

The Dean and Associate Dean can review CN program and course changes from any department within their Faculty area and must approve changes in CN.

- *Vice-President, Academic and Provost*

The Vice-President of Academic and Provost will review, comment and (if acceptable) will approve, all program changes from any Faculty area.

- *VPAC (Vice-President's Advisory Council)*

All program changes from any Faculty area will be reviewed and commented on by all members of VPAC.

- *VPAC (Vice-President's Advisory Council) Chair*

The VP of Academic and Provost is the Chair of VPAC and will approve program requests in CN on behalf of VPAC.

- *Admissions & Language Competency Standards Committee*

This committee can review and comment on program and course admission requirements for any request in CN.

- *Admissions & Language Competency Standards Committee Chair*

The Associate Registrar is the Chair of the Admissions Committee and will approve program and course requests in CN on behalf of this committee.

- *Education Council (EdCo) Curriculum Committee*

This subcommittee of EdCo can review and comment on any major course change request in CN.

- *Education Council (EdCo) Curriculum Committee Chair*

The Chair role will be able to approve requests in CN on behalf of this committee.

- *Education Council (EdCo)*

This committee can review and comment on any major course change and any program change request in CN.

- *Education Council (EdCo) Chair*

The current chair will be able to approve requests in CN on behalf of Education Council.

- *Senior Management Team (SMT)*

All program changes from any Faculty area will be reviewed and commented on by SMT.

- *Senior Management Team Chair*

The President of the College is the Chair of SMT and will approve program requests in CN on behalf of SMT.

- *College Board*

The College Board will be advised of all new programs and program withdrawals by the EdCo Chair. The College Board Secretary will approve new/withdrawn program requests in CN on behalf of the Board.

- *Registrar*

All changes from any Faculty area will be reviewed, commented on and approved by the Registrar's Office.

- *Registrar's Office/Records*

The Registrar's Office (Records) is responsible for entering all course changes into *Banner.* This is the final workflow step for courses. Once *Banner* has been updated, the Records Office will approve the request in CN, which will activate the online College catalogue to be updated.

- *Graduation Officer – Program review*

The Graduation Officer is responsible for entering all program changes into *Banner.* This is the final workflow step for programs. Once the program information has been updated in *Banner,* the Graduation Officer will approve the request in CN which will activate the online College catalogue to be updated.

- *General Collaborator*

These users can review and comment on any program or course change in CN that may affect their department, such as Learning Resources, CEIT, Facilities, etc.

Style Guide - General Guidelines

Important information about entering text into Curriculum Navigator DO NOT copy and paste text from MS Word (or any other program, email message, or web page). Doing so will introduce codes that will result in formatting errors when your program or course appears in the Catalogue.
For individual words or short lines of text, type directly into Curriculum Navigator.

For longer lines or paragraphs of text, copy the text from your source document, and then paste it into Notepad. Remove the numbers, bullets or other formatting, and then select all, copy, and paste back into that field in Curriculum Navigator.

Next, format the text inside the story editor using the available buttons (see information below for more detail).

Book Titles
- *Italicize* book titles (do not bold or underline).
- Use title case (a capital letter to start the principal word), not all caps for text book titles (e.g. *An Illustrated Guide to Psychology*).

Capitalization
- Use title case (a capital letter to start the principal word), not all caps in course and program titles (e.g. Bachelor of Therapeutic Recreation).
- Do not use all caps for emphasis, use **bold** instead.
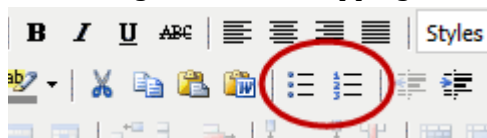
Headings
Case
- Use title case (a capital letter to start the principal word), not all caps.

Style
- Headings can be designated by applying a Heading style (found in the Format drop-down menu). Start with Heading 3 and work down; use Heading 4 when there's a subsection of a Heading 3, and use Heading 5 for a subsection of a Heading 4.
- If there is only one heading level, bold text can be used to designate it.

Lists (Numbered or Bulleted)
- To create a numbered or bulleted list, use the function provided in the text editor to ensure correct alignment and wrapping.


Spacing
- Leave a blank line between paragraphs.
- Leave a blank line before a heading.

Tables

● **To Create a Table** - Copy and paste a similar table from another program/course and change the content. Table width is automatically adjusted to fit the web display panel, so your table may not look exactly the same once published.

● **To Modify a Table** - The column width should adjust to fit the text you enter
To add or delete a column, use these icons (insert before, insert after, delete):
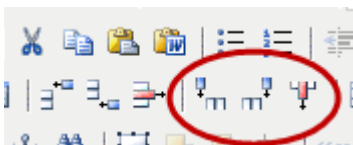
Note: icons will only be active if the cursor is inside a table

● To add or delete a row, use these icons (insert before, insert after, delete):
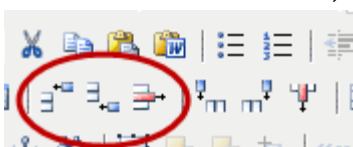
Note: icons will only be active if the cursor is inside a table

Underlining

● Do not underline text; use **bold** to emphasize a word or sentence. On the web, underlined text indicates a hyperlink, so this will cause confusion if an underlined word is not hyperlinked.

Word list (preferred spellings)

- co-operate
- co-ordinator
- e-book
- email
- midterm
- multimedia
- online

Login to Curriculum Navigator (CN)

Accessing CN

URL: https://cn.douglascollege.ca

Enter your Douglas College **username** and **password** and click **login** (Note: your user name and password is the same as your **Outlook** user name and password.) Problems? Contact *CN Help* at cn@douglascollege.ca, or the *Help Desk* at helpdesk@douglascollege.ca for login assistance.

Technology Requirements

A window may pop up with a "*Browser Compatibility Warning*". The CN software has been designed to integrate best with Internet Explorer 9 or Firefox 24. Both of these browsers are out of date, and installing Firefox 24 is a security risk, (so please do not). We have not had any issues to date with non-supported browsers, but please save your work often and report browser issues to *cn@douglascollege.ca* .

Browser Compatibility Warning

Navigator Suite only supports the following browsers:

- Internet Explorer 9
- Mozilla Firefox 24

You are using: **Mozilla Firefox 32.**

In some circumstances, data may not load or save correctly when an unsupported browser is used. To prevent possible data corruption, use a supported browser.

Curriculum Navigator Homepage

Dashboard

When you first login, the Dashboard features your **Curriculum Summary** which includes:
Assigned curriculum requests – Curriculum requests that require your review and/or approval. Relegated curriculum you have initiated will also be in this area.

Collaboration curriculum requests – Curriculum requests for your department or committee that you can view and comment on.

Submitted curriculum requests – Curriculum requests you have submitted to the CN "*workflow*" for approval.
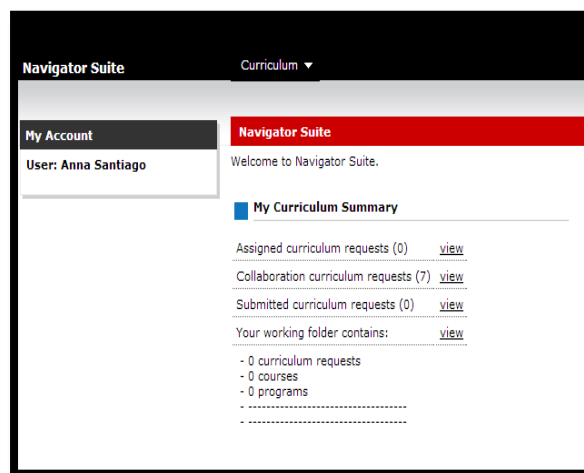
Your working folder contains- "*In progress*" requests and curriculum that you have started and saved, but have not submitted for approval.

Navigation

Curriculum along the top navigation bar allows you to execute searches within CN.

My Curriculum allows access to any course and/or program that your CN role has identified you should be involved in. Note: In most browsers this area is not wide enough to see the "VIEW" link on the right hand side. Use the left-right scroll bar to access this.

Quick Links at the bottom of the CN window allows you to execute the same searches within CN as Curriculum. Note: "Search for Degree" is the same as "Search Programs". The Quick Links area will change to reflect actions you able to execute for the task you are on.
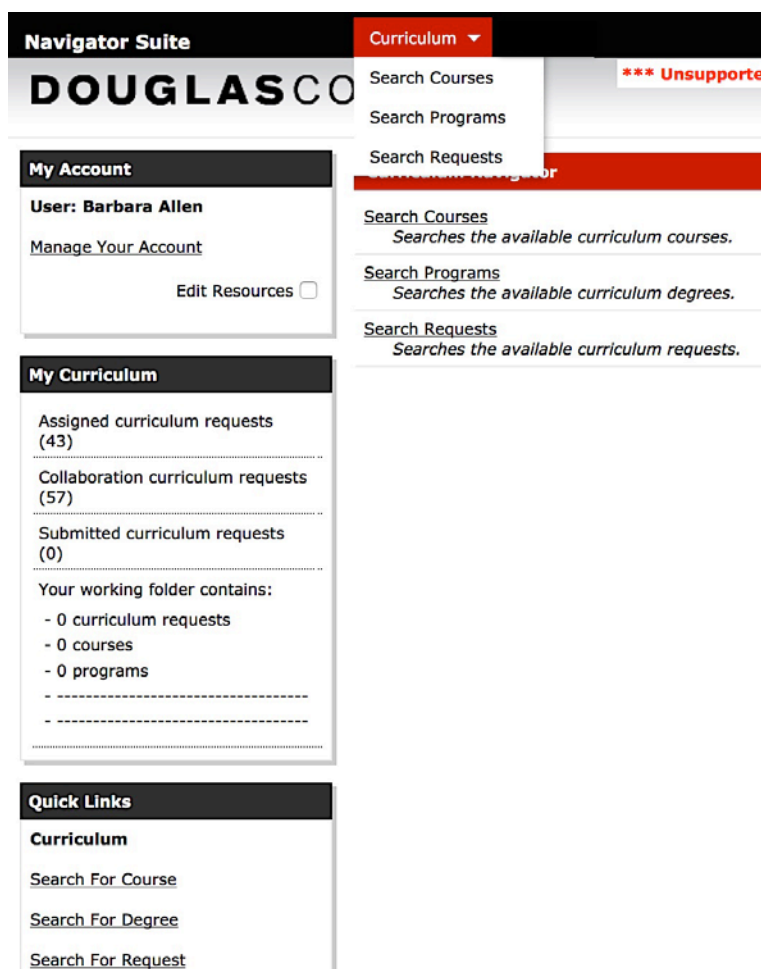
Searching

Search for Courses or Programs

1. On the top navigation bar of the homepage, click on the ***Curriculum*** drop-down menu 2. Select ***Search Courses*** or ***Search Programs***	
3. On the **Course Search** page, you can complete any or all of the search options, *but you must enter a minimum of 3 characters* to search fields. If you know the **Course Code** (e.g. **ENGL 1130),** you can enter the information in the "***Course Code***" field, and click on the *"Search"* box**.** This will bring up the current approved version of the course	
4. On the **Program Search** page the "Code" is the Banner code that represents the credential (e.g. **ASBIOL** is the **Associate Degree in Biology**). We recommend searching by program title. Type in a key word such as Biology or Computing to find programs.	

5. Using the **Show Advanced Fields …** option for Course Searches will allow you to find courses other than the latest approved version. Click on the Show Advanced Fields … and uncheck the **Latest Only** check box.
 	
In Working Folder option will find courses that have yet to be submitted to workflow and is still in a colleagues working folder.
 	
In Change Request option will find courses that have been submitted and is somewhere in the workflow.
	Search Courses
	
	Add New Curriculum Guideline
	
	Course Code: [_____] Search
	Course Title: [_____] Search
	Institution: Choose... ▾
	Effective Date / Term: Choose... ▾
	Level Of Study: Choose... ▾
	Latest Only: ☐
	Course Status: Approved ▾
	    Choose...
	    Approved
	    In Working Folder
	    In Change Request
	Version:
	Action Type:
	Language: All ▾
	Results Per Page: 5 ▾
	Hide Advanced Fields...

6. Using the **Show Advanced Fields …** option for Program Searches will allow you to find various versions, including those still in working folders and in current workflow. You can also include other search criteria including **Program Type** such as Diploma, Certificate, Post-Degree Diploma, etc.	Add New Program Guideline Code: [_____] Search Title: Accounting Search Institution: Choose... ▾ Effective Date / Term: Choose... ▾ Level Of Study: Choose... ▾ Program Type: Diploma ▾ CIP Code: Choose... Latest Only: ☐ Program Status: In Change Request ▾ Version: All ▾ Action Type: Choose... ▾ Language: All ▾ Results Per Page: 5 ▾ Hide Advanced Fields...

Search Requests

1. On the top navigation bar of the homepage, click on the ***Curriculum*** drop-down menu 2. Select ***Search Requests*** Note: what you see in this search request will be based on your role in the CN system	
3. ***Request Number*** is the automatically generated tracking number from when curriculum proposals are submitted to the workflow. ***Request Title*** does not refer to the Faculty, Department or name of the Program/Course, but to the workflow title the initiator gave when submitting the request. You can refer to **Workflow Guidelines** on page 25 of this document for Title keywords. ***Request Status*** can be set to *Choose …* which will return everything, or be used to restrict the search to *Approved, In Workflow* or In *Working Folder*.	

Course Curriculum

Initiating a New Course

<u>NOTE</u>: Before proceeding to add a course, you must first verify the *course number* and *transcript title* with the Registrar's Office (Records Officer-Curriculum Guidelines) at 604-527-5913.

<u>WARNING</u>: DO NOT copy and paste text from MS Word (or any other program, email message, or web page). Doing so will introduce hidden codes that will result in formatting errors when your course appears in the Catalogue. Refer to the Style Guide on page 8 of this document for more information.

The **SAVE** button is at the bottom of data entry forms. Press the **SAVE** button often to place this in **Your Working Folder**. SAVE does NOT MEAN SUBMIT! Saving a new course proposal will only save it to your working folder for you to work on later. Please refer to Submitting a Proposal on page 24 of this document when you are ready to submit your proposal for approval.

1. On the top navigation bar of the homepage, click on the **Curriculum** drop-down menu and click **Search Courses**	**Search Courses**
	Add New Curriculum Guideline
	Course Code: [ ]
	Course Title: [ ]
2. To add a new course, you can either:	Institution: Choose... ▾
• Click on **Add New Curriculum Guideline** in the **Search Courses** box, *OR*	Results Per Page: 5 ▾
• Under **Quick Links** sidebar, select **Add New Course**	Show Advanced Fields...
	[Search] [Clear]
3. There are three "zones" or levels of course details on the **Add New Curriculum Guideline** screen.	**Quick Links**
• Under *Zone 1*, enter all the required course information.	**Manage Courses**
• Under *Zones 2 and 3*, you can choose to enter additional information.	Add New Course
	Search For Course
	- Copy Course
	- Create New Version of Course
	- Discontinue Course

Zone 1: Mandatory **Course Code & Number**: A four letter *Course Code & Number* (e.g. CSIS 9999) Note: New Course Codes and numbers must be authorized by the Registrar's Office. **Transcript Title**: Course Name as it will appear on a student transcript. Enter the Descriptive Title in this 30-character field, or choose a clear abbreviation, (e.g. Adv Web Mgmt & Analytic). **Description Title**: Course Name as it will appear on the DC registration system and the College Catalogue. This may be the same as the Transcript Title. Note: For Titles, capitalize major words, (e.g. Principles of Accounting I) **Institution Unit:** Department Name **Start Term:** Month and Year that this course will first be offered. **End Term:** Month and Year, but usually set to *No Specific End Term*. **Credit**: Number of Course Credits (e.g. 3) **Calendar Description**: Course Description.	**Zone 1: Mandatory** **Proposed Version** Course Code & Number: CSIS 9999 * Transcript Title: Adv Web Mgmt & Analy * Descriptive Title: Advanced Web Manage * InstitutionUnit: Douglas Academic Commerce & Business Adminis Computing Science & Informat * Start Term: September 2015 * End Term: No Specified End Term * Credits: 3 * Calendar Description: This course will continue on web site management and analytic data

Zone 2: Course Details
The following are the fields and any additional notes relating to Zone 2.

Method Of Instruction:

Contact Hours:

Semester Length:
- Enter the number and unit. For example, 15 weeks.

Prerequisites:
- Use the complete course code whenever you refer to a course in *Curriculum Navigator*. This allows the system to generate automatic links to course pages. For example, entering "ENGL 1130 and ENGL 1150" in the Prerequisite field will result in both course codes linking to their respective course pages. Entering "ENGL 1130 and 1150" will result in a link to the first course only.

Corequisites:
- Use the complete course code as described in Prerequisites.

Courses for which this is prerequisite:
- Use the complete course code as described in Prerequisites.

Courses for which this is an equivalent:
- Use the complete course code as described in Prerequisites.

Maximum Class Size:

Zone 3: Course Curriculum
The following are the fields and any additional notes relating to Zone 3.

Learning Outcomes:
- List learning outcomes in a numbered or bulleted list, prefaced by a phrase such as "*At the end of the course, successful students will be able to….*

Course Content:
- Omit an introduction, such as "*Major components of this course include."* Instead, simply start your list or paragraph. To create numbered or bulleted lists, use the list icons in the Style Guide on page 8 of this document.

Methods Of Instruction:

Text Books/Materials:

Means of Assessment:
- Enter information on how performance will be evaluated, such as the course's assessment components and their weighting. To create a table, see *Tables,* in the Style Guide on page 9 of this document.
- Omit general information, such as the College's grading scale and evaluation policy.

PLAR:

Initiating a Course Revision

<u>NOTE</u>: It is recommended you do an advanced search before initiating any change on a course to ensure it is not in a colleague's working folder or has already been submitted into the workflow. Executing an advanced search is described on Page 13 – Step 5 - of this document.

<u>WARNING</u>: DO NOT copy and paste text from MS Word (or any other program, email message, or web page). Doing so will introduce hidden codes that will result in formatting errors when your course appears in the Catalogue. Refer to the Style Guide on page 6 of this document for more information.

The **SAVE** button is at the bottom of data entry forms. Press the **SAVE** button often to place this in **Your Working Folder**. SAVE does NOT MEAN SUBMIT! Saving a course revision will only save it to your working folder for you to work on later. Please refer to Submitting a Proposal on page 24 of this document when you are ready to submit your proposal for approval.

1. On the top navigation bar of the homepage, click on the **Curriculum** drop-down menu and click **Search Courses**
2. There are several ways to search for a course, but we recommend typing in the exact *Course Code,* (e.g. CSIS 1140)
3. Once the search is complete, click on the Code returned from the search. This is the only part of the search that is a link.
4. The *Course Details* screen will come up containing the current approved details of the requested course.
5. At the top right hand side of the *Course Details* screen are the potential revision **Actions** you can execute, described on the next page.

Search Courses

Add New Curriculum Guideline

Course Code: `csis 1140`

Course Title: _____

Institution: Choose... ▼

Results Per Page: `5` ▼

Show Advanced Fields...

Search | Clear

Your search returned 1 record.

Code ▼	Title	Faculty
CSIS 1140	Prod Software & Client Support	Commerce & Business Administration

Possible Course Revision Actions

> **Copy -> Curriculum Guideline Copy**: this will create an exact duplicate of the course, but without the Course Code & Number. You will need to enter a new Course Code & Number that has been authorized by the Registrar's Office.
>
> **New Version -> Major Curriculum Change**: this will allow you to propose a revision to an existing course and to change any field within this course except Course Code & Number and Institution Unit. You must identify Date of First Offering for you to save this revision.
>
> **New Version -> Minor Curriculum Change**: this will allow you to propose a revision to an existing course but change only the following fields - *Transcript Title; Descriptive Title; Date of First Offering; End Term; Calendar Description; Course Content; Textbooks/Materials; Method of Instruction; Prerequisites*. You must identify Date of First Offering for you to save this revision.
>
> **Discontinue -> Curriculum Withdrawal**: this will allow you propose to discontinue an existing course and set the End Term field only. You can also specify Rationale.

After you choose the action you will get a pop-up asking "Are you sure you want to apply the selected action"? Click OK.

For New Versions (Major or Minor): Your screen will show the current version of the course on the left hand side and proposed version of the course on the right hand side. You will make your revisions under the proposed version area. To highlight the difference, click on the *Show Difference* link. Note: *Start Term* (or *Date of First Offering*) must be entered, and cannot be left as "Choose…"	

Program Curriculum

Initiating a New Program

NOTE: Before proceeding to add a program, you must first obtain a program code from the Registrar's Office (Graduation Officer) at 604-527-5391.

WARNING: DO NOT copy and paste text from MS Word (or any other program, email message, or web page). Doing so will introduce hidden codes that will result in formatting errors when your program appears in the Catalogue. Refer to the Style Guide on page 6 of this document for more information.

The **SAVE** button is at the bottom of data entry forms. Press the **SAVE** button often to place this in **Your Working Folder**. SAVE does NOT MEAN SUBMIT! Saving a new program proposal will only save it to your working folder for you to work on later. Please refer to Submitting a Proposal on page 24 of this document when you are ready to submit your proposal for approval.

1. On the top navigation bar of the homepage, click on the **Curriculum** drop-down menu and click **Search Programs** 2. To add a new program, you can either: • Click on **Add New Program Guideline** in the **Search Courses** box**,** *OR* • Under **Quick Links** sidebar, select **Add New Program**	**Search Programs** Add New Program Guideline Code: [ ] Title: [ ] Institution: Choose... ▾ Results Per Page: 5 ▾ **Quick Links** **Manage Programs** Add New Program Search For Program - Copy Program - Create New Version of Program - Discontinue Program

Create Program Guideline

Code: A code that is also used in the Banner system. Note: New Program Codes must be authorized and assigned by the Registrar's Office.

Full Title of Program: This field is used to generate the program index and should be formatted as Program Area (Credential), so that all credentials for an area appear together on the list. If there is only one credential for a program area, don't include it in the title. This excerpt of the index illustrates the convention:

> Legal Administrative Assistant
>
> Legal Office Skills - Online
>
> Marketing (Certificate)
>
> Marketing (Diploma)
>
> Marketing (Post-Degree Diploma)
>
> Medical Office Assistant
>
> Medical Office Assistant - Online

Transcript Title: Program Title as it will appear on a student transcript. Transcript Title is a 30-character field. Choose clear abbreviations.

Date of First Offering: Month and Year that this program will first be offered.

End Term: Month and Year, but usually set to *No Specified End Term*.

Institution Unit: Department Name

Credential: Name of Credential. Capitalize major words. For example, Bachelor of Therapeutic Recreation.

Create Program Guideline	
	Proposed Version
Code:	**DPCSC** *
Full Title of Program:	**Computing Science (Di**
Transcript Title:	**Computing Science Dip** [?]
Date Of First Offering:	**January 2016** ▾ *
End Term:	**No Specified End Term** ▾ *
Institution Unit:	**Douglas** ▾
	Academic ▾
	Science & Technology ▾
	Mathematics ▾
	*
Credential:	**Diploma in Computing**
Length Of Program:	**4 Semesters** ▾
Total Credits:	**60**
Admissions Requirements:	Open in Editor / Open in Editor
Curriculum Framework:	Open in Editor / Open in Editor
Learning Outcomes:	Open in Editor
Program Types:	**Certificate** ▾

Length of Program: Identify in semesters, years or self-paced as selected from list provided.

Total Credits: identify numerical value.

Admission Requirements: Type in exact wording as full program proposal.

Curriculum Framework: This content is usually well-suited to a table. See *Tables, creating* on page 9 of this document. Type in exact wording as full program proposal.

Learning Outcomes: Usually not used.

Program Types: Select from list provided

Initiating a Program Revision

NOTE: It is recommended you do an advanced search before initiating any change on a program to ensure it is not in a colleague's working folder or has already been submitted into the workflow. Executing an advanced search is described on Page 13 – Step 6 - of this document.

WARNING: DO NOT copy and paste text from MS Word (or any other program, email message, or web page). Doing so will introduce hidden codes that will result in formatting errors when your course appears in the Catalogue. Refer to the Style Guide on page 6 of this document for more information.

The **SAVE** button is at the bottom of data entry forms. Press the **SAVE** button often to place this in **Your Working Folder**. SAVE does NOT MEAN SUBMIT! Saving a course revision will only save it to your working folder for you to work on later. Please refer to Submitting a Proposal on page 24 of this document when you are ready to submit your proposal for approval.

1. On the top navigation bar of the homepage, click on the **Curriculum** drop-down menu and click **Search Programs**	**Search Programs**
2. There are several ways to search for a program, but we recommend searching by *Title*, (e.g. Biology or Computing)	Add New Program Guideline — Code: [ ] Search — Title: **biology** Search — Institution: **Choose...** ▾ — Results Per Page: **5** ▾
3. Once the search is complete, click on the *Code* returned from the search. This is the only part of the search that is a link.	Show Advanced Fields... — **Search** **Clear**
4. The *Program Details* screen will come up containing the current approved details of the requested program.	Your search returned 1 record.
5. At the top right hand side of the *Program Details* screen are the potential revision **Actions** you can execute, described on the next page.	

Code	▾	Title	Faculty	Department
ASBIOL		Biology	Science & Technology	Biology

Possible Program Revision Actions

> **Copy -> Create Copy**: This will create an exact duplicate of the program, but without the Program Code. You will need to enter a new Program Code that has been authorized and assigned by the Registrar's Office.
>
> **New Version -> Program Change**: This will allow you to propose a revision to an existing program and to change any field within this program except Program Code. You must identify Date of First Offering for you to save this revision. Rationale should also be specified.
>
> **Discontinue -> Program Withdrawal**: This will allow you propose to discontinue an existing program and set the End Term field only. You can also specify Rationale.

After you choose the action you will get a pop-up asking "Are you sure you want to apply the selected action"? Click OK.

For New Versions (Program Change): Your screen will show the current version of the program on the left hand side and proposed version of the program on the right hand side. You will make your revisions under the proposed version area. To highlight the difference, click on the *Show Difference* link. Note: *Start Term* (or *Date of First Offering*) must be entered, and cannot be left as "Choose…"	

Submitting a Proposal

1. Go to *Your Working Folder* and click on *view.* 2. This will display all your saved proposals – both course and program (degree).	**My Curriculum** Assigned curriculum requests (42) — view Collaboration curriculum requests (56) — view Submitted curriculum requests (0) — view Your working folder contains: — view - 0 curriculum requests - 2 courses - 1 degree
3. Under the *Select* column, click on the box beside the course or program (degree) you want to submit. Note: If you want to submit multiple courses in one work flow, please refer to *Bundling Options* on page 27 of this document. 4. Click on the **Submit Selected** button to start the workflow process. Details describing the necessary fields for this step are on the next page of this document. 5. Click on the **Delete Selected** button to remove this proposal from your working folder and from the CN system.	**Curriculum** **Degrees** 	Select	Code ▾	Title	Faculty
---	---	---	---
☐	ASBIOL	Biology	Science & Technology | **Courses** | Select	Code ▾	Title	Faculty
---	---	---	---
☐	CSIS 1140	Prod Software & Client Support	Commerce & Business Administration
☐	CSIS 9999	Adv Web Mgmt & Analytics	Commerce & Business Administration	 By submitting the selected items in your working folder, a workflow request will b [Submit Selected] [Delete Selected]

Workflow Request Guidelines

Title guidelines for each new Workflow Request. To help standardize, the first words should be:

- **Approved EdCo** - if this request has already been approved through the governance system and you are now updating CN
- **Housekeeping** - usually initiated by the Registrar's office to ensure CN is in compliance with all approved curriculum requests and the Banner system
- **Program New** – if this is a new credential to the system
- **Program Revision** – if this is a change to an existing credential
- **Program Withdrawal** – if an existing credential will be discontinued
- **Course New** – if this is a new course to the system
- **Course Major Revision** – if this is a major change to an existing course
- **Course Minor Revision** – if this is a minor change to an existing course
- **Course Withdrawal** – if an existing course will be discontinued

Following the keywords, enter the ***Program Title*** or the ***Course Code and Number.***
(e.g. *Course New – CSIS 9999; Program Revision – Computing Science Diploma; Approved EdCo – ENGL 1130)*

On the New Workflow Request Details screen, you will have the following fields to fill in:

1) **Title** - Identifies the exact nature of the workflow request.
2) **Institution Unit** - is your Department
3) **Courses - Optional Workflow** – are there external prerequisites such as high school requirements?
4) **Programs – Optional Workflow** – do not worry about the *Minor Program Change*, but identify if this has additional *Special Admission Criteria.* Additional notes can also be added for the Admissions & Language Competency Standards Committee.
5) **Justifications** – add your rationale for this workflow request.

Click on **Create Request** button on the bottom of the screen and details of your curriculum request will appear.

The *Curriculum Request Details* screen will appear. Your proposal has now been assigned a randomly generated request number. On this screen you will see several different tabs (*Justifications, Notes, Supporting*). You will want to upload your supporting documents now before you submit.

You now have the option to **Save** the proposal, which will save it in your working folder and you can come back to it later.

In order for the proposal to move forward through the curriculum workflow process, you must choose **Submit Request for Approval**. Once you click on this a warning message will pop up asking "Are you sure you want to submit this curriculum request for approval?" Click OK and proposal will go to next workflow stage.

The **Back** button without hitting the save first will allow you to delete this workflow request and move your curriculum proposals back to your working folder.

As the initiator of the proposal, you will receive an email notification the proposal has been submitted.

- *YOU HAVE SUCCESSFULLY SUBMITTED YOUR CURRICULUM REQUEST. YOU CAN TRACK THE PROGRESS OF YOUR REQUEST BY ACCESSING YOUR SUBMITTED CURRICULUM REQUEST INBOX.*
- Notification will indicate Tracking #, Faculty, Department, Submitted By, Date Submitted, Course or Degree Code, Course or Degree Title, and Start Term.

You will now be able to go to the left hand under **My Curriculum** and click on view *Submitted Curriculum Requests*. This will bring up all of the proposals you have submitted. If you click on the C*ourse Request Number*, it will bring up a screen where you can go to *Workflow View* and it will show what workflow step the proposal is at.

Note: The request needs to be approved through the workflow before it is completed and saved as the current 'version'.

Bundling Options

It is possible to submit multiple course proposals together as one workflow, or submit them separately into the workflow. You may want to bundle the courses if the requests are very similar in nature or if they are directly associated with each other.

A few rules apply:

- Only bundle courses with other courses, not with programs.
- Do not bundle programs, each program proposal must be a separate workflow.
- Remember, the Workflow Title should summarize all the course items in your bundle

If you are ready to move forward with a bundle, select the courses you wish together.

Select	Code		Title	Faculty	Department	Start Term	Credits	Action Type
☑	CSIS 1140		Prod Software & Client Support	Commerce & Business Administration	Computing Science & Information Systems	September 2007	3	Discontinued
☑	CSIS 9999		Adv Web Mgmt & Analytics	Commerce & Business Administration	Computing Science & Information Systems	September 2015	3	New

By submitting the selected items in your working folder, a workflow request will be created with those items.

Submit Selected **Delete Selected**

New Workflow Request Details

RequestNumber:	–
Title:	**Course New/Withdraw** *
InstitutionUnit:	**Douglas** ▾
	Academic ▾
	Commerce & Business Administration ▾
	Computing Science & Information Systems ▾
	*

Courses - Optional Workflow

	☐ Are there external prerequistes? [?]

Programs - Optional Workflow

	☐ Is this a Minor Program Change?
	☐ Special Admission Criteria? [?]
Workflow:	Douglas Curriculum ▾ *
Note:	[ ]

Justifications

Courses

CSIS 1140 - Prod Software & Client Support (Discontinued)

Replace with CSIS 9999

CSIS 9999 - Adv Web Mgmt & Analytics (New)

New course in program - removing CSIS 1140

Create Request **Back**

Taking Action on Assigned Curriculum Requests

All proposals will be routed through the curriculum workflow process. The workflow stages are summarized on page 5 of this document. Workflow Management is where you will make your comments on the proposal and send it to another workflow stage. The workflow action you may take depends on your role in the curriculum approval process and in the Navigator system. You may only be able to view a proposal, view and comment, or you may be able to approve, relegate, deny, or cancel a proposal based on your role.

Workflow Actions:
- **Approve**: Moves a proposal forward to the next workflow stage
- **Relegate**: Moves a proposal back to the previous workflow stage for revision. Users will be able to select previous workflow steps from a drop-down menu. Requests may be relegated to the initiator at any stage of the workflow.
- **Cancel**: The proposal request has been withdrawn from the system and can be deleted by initiator once the request has been sent back to the initiator stage.
- **Deny**: The proposal request is denied and is sent back to the initiator's working folder.

Approving and Relegating

1. Under *My Curriculum Requests*, click on *View Assigned Curriculum Requests*. A list of courses assigned to you will be listed.

2. Select the *Request Number* of the course you want to take action on.

3. From the drop-down menu, select the action you would like to perform, *Approve, Relegate, Cancel, Deny.*

4. Once you've reviewed the course details and decided on the appropriate action, click on the now activated **Continue** button.

5. Once a course has been approved, a history of the workflow and approval process becomes available for view.

Check Approval Status of Your Request

1. Under **My Curriculum**, click on *View* beside *Submitted Curriculum Requests.*

2. Under **Workflow View** tab, each workflow step will be listed.

3. The current approval step will be indicated in the blue box.

| Details | Justifications | Notes | Supporting Documents | **Workflow View** |

Workflow: Douglas Curriculum

Initiator

Department Review

Check Approval Status of any Request

1. Use the *Search for Request* function as described on page 14 of this document, or use the *Advanced Field Search* option as described on page 13 of this document.

2. Click on the *Request Number* or the *Code* of the course you wish to look at.

3. The *Curriculum Request History* is summarized at the bottom of the form

    or

4. The *Status* link at the top will allow you to view the approval history.

Curriculum Request History

Approver's Name	Workflow Step	Date
Keely Kozushko	Initiator	11/14/2014, 03:38 PM
Sandra Polushin	Department Review	11/14/2014, 08:29 PM
Geraldine Paterson	Faculty Education Committee	12/03/2014, 02:30 PM
Keely Kozushko	Initiator	12/09/2014, 03:30 PM

Degree Details

Status: *In Workflow Request*

Program Details

Email Notifications

There are various email notifications you may receive when a proposal is routed through the workflow stages in Navigator.

1. New Curriculum Request Submitted
    - Occurs when a curriculum request is submitted by a user.
2. Curriculum Request Workflow Assignment.
    - Occurs when a curriculum request has been placed in your **Assigned curriculum Requests** folder. New messages appear as curriculum makes its way through the workflow system.
3. Curriculum Request Approved
    - Occurs when a curriculum request receives final approved through the workflow system.
4. Curriculum Request Denied
    - Occurs when a curriculum request is denied by a user with authority to deny requests.
5. Curriculum Request Canceled
    - Occurs when a curriculum request is cancelled by a user with authority to cancel requests.
6. Curriculum Request Relegated to Initiator
    - Occurs when a curriculum request is relegated back to the Initiator.

FAQ

1. I am unable to login, what do I do?

    You may need a new user account, or your password may have expired. Please contact the CN Help at cn@douglascollege.ca.

2. I don't see an ***Add Course*** option. How do I get started with adding a new course?

    *Click on the drop-down menu for **Curriculum**. Select **Search Courses** and an option to **Add New Curriculum Guideline** will appear.*

3. I created and saved a new course. Now I can't find it.

    *New courses are saved in your "My Curriculum" "**Working Folder**" after you created it.*

4. I've submitted my course for approval, where can I find it?

    *Courses submitted for approval are saved under "**Submitted Curriculum Requests**.*

5. Where can I check the status of my request?

   *In your **Working Folder**, go to **View-Submitted Curriculum Requests-Curriculum Request History.***

6. I created and saved a new course, how do I submit it for approval?

   *In your **Working Folder**, go to **View** and a list of the courses you created will be displayed. Under **Select**, click on the box beside the course you want to submit. Click on **Submit Selected.***

7. I need to approve a course. Where can I find it?

   Check under My Curriculum Requests.

8. My course status says "**Relegated.**" What does this mean?

   *This means your course has been sent back through the workflow for further review and changes. Any relegated request will appear in **Assigned Curriculum Requests** rather than your **Working Folder**.*

9. How can I check the status of my request?

   *Under **My Curriculum**, click on **View** beside **Submitted Curriculum Requests.***